SFA Business Office
1098-T Duplicate Request Form

INSTRUCTIONS: To print a copy of your 1098-T form:

Current and Former Students:
• Login to mySFA
• Click the myServices tab
• Click Online Services (Self-Service Banner)
• Click Student
• Click Student Accounts
• Click 1098-T
• Enter the 4-digit year (e.g., 2012)
• Click Submit

(If you have access problems or have forgotten your password, follow the instructions that are on the mySFA login page.)

If a duplicate form is requested, the students must personally complete and sign this 1098-T Duplicate Request Form. Requests for a duplicate 1098-T may be submitted by mail, email, fax, or can be hand delivered using the information at the bottom of this form. The request will be processed within 3 business days of receipt of this form and will be delivered by the method chosen below. Please make only ONE selection.

Delivery options for your duplicate 1098-T (please place an X by your delivery choice):
_____ 1. Pick up – SFA Business Office, Controller’s Office, 2nd floor of Austin Building. Student ID is required to pick forms up in person and only the student may pick it up. Phone number for Business Office to call when the form is available for pick up: __________________________

_____ 2. U.S. Mail – Mailed to the address you provide here (please print):

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_____ 3. Image scan via Email – Emailed to the email you provide here: __________________________ Email is not a secure method of delivery. Your signature below indicates your consent to send via email.

_____ 4. Fax – Faxed to the fax number you provide here: __________________________

Tax Year Requested ________________________________

Student Name (print): ________________________________ SFA ID#: ________________________________

Student’s Signature: ________________________________ Date: ________________________________

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For SFA Business Office use only: Date Duplicate Request Received _________ Fulfilled _________